

# **CHARTER INTERAGENCY FIRE PROGRAM MANAGEMENT IFPM RESOLUTION BOARD**

## **AUTHORITY**

The IFPM Resolution Board (Board) was established by the Interagency Fire Program Management (IFPM) Implementation Team under the authority of the Federal Fire Training Task Group (FFTTG).

## **MISSION**

The Board has been tasked to develop and implement a comprehensive review process to resolve disputed qualification issues. The U.S. Department of Agriculture, the Forest Service, the U.S. Department of the Interior (DOI), the DOI Office of Wildland Fire Coordination, and one of the national fire directors will be represented in this process.

## **OBJECTIVES**

The Board will accomplish the following objectives:

- Develop a standard process/template for field users to submit a request to the Board.
- Establish Board procedures for reviewing employee's education and experience to determine eligibility for the position in question.
- Establish procedures for providing findings to the employees, supervisor, and human resource specialists.
- Propose revisions and updates to the IFPM Standard and Guide.

## **ORGANIZATION**

As per the IFPM White Paper, membership will include:

- 2 fire management professionals (1 from USDA-Forest Service and 1 from the DOI Office of Wildland Fire Coordination)
- 2 human resource specialists (1 from USDA and 1 from DOI)
- 1 national fire director (from a DOI bureau)

Other individuals from the interagency community (human resources and fire) may serve as advisors to the Board as needed.

## **AUTHORITIES AND RESPONSIBILITIES**

The Board has the following authorities and responsibilities:

Determination Process – The Board will review the request and will render a decision on IFPM standard qualification issues.

Quorum/Consensus – All five (5) Board members are needed for any decision making.

Election of Board Leaders – The Board will elect a chair that will serve a two-year term. There will be no vice chair.

## **BOARD CHAIR AUTHORITIES AND RESPONSIBILITIES**

The Board Chair has the following authorities and responsibilities:

- Is authorized to convene meetings and schedule agenda items. Keeps membership advised to meeting dates and locations.
- Serves as the focal point for FFTTG regarding determinations and recommendations.
- Maintains records and distribution of meeting notes. Briefs FFTTG following Board meetings.

## **MEETINGS AND REPORTS**

Meetings – Meetings will be scheduled and agendas provided in advance to the members.

Decisions – The decisions made by the Board are final.

## **APPROVAL**

This charter is effective as of the date of approval by FFTTG. This chair may be revised upon recommendations of a majority of the Board and with the concurrence of the FFTTG.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Chair, Federal Fire Training Task Group**